|  |  |
| --- | --- |
| Commercial Directorate | |
| DVLA  Longview Road  Morriston  Swansea SA6 7JL | |
| Phone: |  |
| www.gov.uk/browse/driving | |
| @dvlagovuk | |
| Your ref: |  |
| Our ref: | PS/23/79 |
| Date: | 22 June 2023 |

Boxxe Ltd

Artemis House

Eboracum Way

York

YO31 7RE

Dear Sir or Madam

**CONTRACT REFERENCE NUMBER: PS/23/79**

**CONTRACT TITLE: Provision of Support and Maintenance for the UX Lab**

**FRAMEWORK REFERENCE NUMBER: RM6068 Technology Products and Associated Services Lot 1**

On behalf of the Secretary of State for Transport, I accept your tender under the terms and conditions of the Technology Products & Associated Services Framework RM6068. This letter and the documents listed below form a binding contract between you and the Department for Transport.

1. The terms and conditions for Framework reference RM6068
2. The Department’s Request for Quotation letter dated 30 May 2023.
3. The Department's specification
4. Your tender submitted via the DfT Sourcing Portal

The period of the contract will be 2 years,commencing on 13 July 2023 and expiring on 12 July 2025, with the option to extend for a further 1-year period.

The Firm Price for the Contract is £27,810.00, exclusive of Value Added Tax.

You must be in possession of a written purchase order (PO), before commencing any work, or supplying any goods, under this contract. The Purchase Order Number for this contract will follow shortly. Invoices submitted to the Department **must also quote the PO number** and must be submitted in accordance with DVLA’s Invoicing Procedures below.



**Please ensure invoices are sent to SSa and not DVLA. Invoices received without the correct Purchase Order Number will be returned to you and will delay receipt of payment.**

Please contact the Contract Owner **REDACTED** via email : [**REDACTED**](mailto:stephen.thomas@dvla.gov.uk) to discuss arrangements for the commencement of the contract.

**ACTIONS FOR YOU NOW**

Please complete and return, via e-mail, the Supplier Details form at Annex A. Please also return the signed Order Form attached to this email.

Yours sincerely

|  |
| --- |
| REDACTED |
| Category Specialist |
| Commercial Directorate |
| **REDACTED**@dvla.gov.uk  **On behalf of the Secretary of State for Transport** |

Annex A

|  |  |
| --- | --- |
| **SUPPLIER DETAILS** | |
| **Supplier Name** |  |
| **Supplier Address** |  |
| **Post Code** |  |
| **Country** |  |
| **Telephone Number** |  |
| **Mobile Number** |  |
| **Account Manager Name** |  |
| **Account Manager Email** |  |
| **Would you like Purchase Orders and Remittance advice notes via email? Y/N** |  |
| **Business Email:** *(if not Basware enabled, this is the address purchase orders and remittance advice notes will be sent)* |  |
| **UK VAT Registered? Y/N** |  |
| **UK VAT Registration Number** |  |
| **If Non UK Supplier, is Supply Type**  *Goods or Services?* |  |
| **DUNS Number** |  |
| **BANK DETAILS** | |
| **Type of Account – Bank or Building Society?** |  |
| **Confirm if account is - Business or Personal** |  |
| **Bank/Building Society Name** |  |
| **Supplier’s Bank/Building Society Account Name** *(if different to Supplier Name)* |  |
| **Sort Code** |  |
| **Account Number** |  |
| **Building Society Roll Number** *if applicable* |  |
| **IBAN (international bank account number)** *If applicable* |  |
| **SWIFT/BIC (International Bank Code)** *if applicable* |  |
| **CONSTRUCTION INDUSTRY TAX DEDUCUTION SCHEME – if applicable** | |
| **Address of Registered Office** |  |
| **Company Registered Number** |  |
| **Subcontractor Tax Certificate Type** |  |
| **Subcontractor Tax Certificate Number** |  |
| **Date of Expiry of the Tax Certificate** |  |